

**OPERATOR QUALIFICATION  
PROTOCOLS  
FOR  
COMPLIANCE INSPECTION PROCESS**

<b>JULY 22, 2003</b>
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**Statement on the Use of OQ Protocols**

*The attached protocols have been written to assist federal and state pipeline inspectors who are evaluating operator's OQ programs. The protocols are not intended as enforcement instruments or to provide inspectors with additional enforcement authority, but rather are intended to provide inspectors with a template that they can use in the course of their inspections to ensure that operators comply with all elements of the OQ rule. The objective of the protocols is to ensure that the prescriptive requirements of the rule have been followed by operators. This objective will be accomplished by rigorously inspecting each operator's records to ensure that all persons performing covered tasks on pipeline facilities are properly qualified and that sufficient documentation is maintained for these individuals. Proper recordkeeping is a key component of the OQ rule. It is therefore important that inspectors be able to verify that records are maintained for all individuals performing covered tasks.*

*The OQ inspection form is organized around nine elements, including one for field verification. Each element has one or more associated protocol. Each protocol consists of 4 boxes: (1) a protocol number accompanied by the protocol subject or topic; (2) a protocol question(s) (sometimes followed by AVerify@statements); (3) guidance topics; and (4) the relevant rule language. The protocol topics have been structured into AProtocol Question(s)" to guide inspectors through the OQ inspection process. Each protocol question is followed by AGuidance Topics.@ The guidance topics list characteristics that the regulator would typically expect to find in an effective OQ Program, and that are consistent with the intent of the regulatory language that accompanies each protocol. Some, all, or none of these characteristics may be appropriate depending on factors unique to each operator's OQ Program and pipeline assets. Operators should be prepared to demonstrate that their programs address each of these characteristics or to describe how their program will be effective in their absence.*

*Many of the protocol questions are followed by AVerify@statements. These statements have been included because they can be directly traced to specific rule language. Therefore, compliance with each "verify" statement should be confirmed. Many "verify" statements (and protocol questions) are followed by a parenthetical statement that indicates that the statement or question is either Aenforceable@or Anon-enforceable@. If the "verify" statement or protocol question is listed as non-enforceable, the statement or question is not enforceable under the rule, but is nonetheless an important consideration for the operator. Finally, should the inspection process reveal violations of prescriptive requirements of the rule, regulators will take appropriate enforcement actions. Should deficiencies be identified in how operators address program characteristics, inspectors will seek evidence of violations related to these deficiencies. Significant inquiries seeking further information related to program characteristics will be communicated to the operator as an integral part of the inspection process.*

## OPERATOR INSPECTION-SPECIFIC INFORMATION

DATE:						
NAME OF OPERATOR:						
H.Q. ADDRESS		COMPANY OFFICIAL:				
		NAME:				
		TITLE:				
		PHONE:				
		FAX:				
Persons Interviewed:		Titles:			Phone:	
Pipeline	Subsidiary	I.D.	Interstate Miles	State	Intrastate Miles	Total Miles
EMPLOYEES IN PROGRAM						
(COMPANY)			(CONTRACTOR)			

## Headquarters OQ Program Inspection (Protocols 1 – 8)

### **Compliance Inspection Comprehensive Operator Qualification Element 1**

#### **Document Program Plan, Implementing Procedures and Qualification Criteria**

**Scope:**

This Element addresses the characteristics of the operator's OQ program and written plan, and considers how the operator developed its program, how contractors are considered when performing covered tasks, the treatment of Abnormal Operating Conditions, and the function of training in the initial and continuing qualification of individuals performing covered tasks.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #1.01</b>	<b>Application and Customization of “Off-the-Shelf” Programs</b>
<b>Protocol Question</b>	Does the operator’s plan identify covered tasks and does it specify task-specific reevaluation intervals for individuals performing covered tasks? <b>[Enforceable]</b>
<b>Guidance Topics</b> <p>The rule requires that operators have a written qualification program that includes provisions to identify covered tasks and the intervals at which reevaluation of the individual’s qualifications is needed. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The source of any off-the-shelf listing of covered tasks used by the operator;</li> <li>2. The basis for the operator accepting or modifying any off-the-shelf listing of covered tasks;</li> <li>3. Whether the operator has identified task-specific reevaluation intervals;</li> <li>4. The basis for the task-specific reevaluation intervals.</li> </ol>	
<b>Rule Requirement</b>	§192.805/195.505 Each operator shall have and follow a written qualification program. The program shall include provisions to: (a) Identify covered tasks; (g) Identify those covered tasks and the intervals at which evaluation of the individual’s qualifications is needed.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 1.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
1.01 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #1.02</b>	<b>Contractor Qualification</b>
<b>Protocol Question</b>	<p>Does the operator employ contractor organizations to provide individuals to perform covered tasks? If so, what are the methods used to qualify these individuals and how does the operator ensure that contractor individuals are qualified in accordance with the operator's OQ program plan?</p> <hr/> <p>Verify that the operator's written program includes provisions that require all contractor and subcontractor individuals be evaluated and qualified prior to performing covered tasks, unless the covered task is performed by a non-qualified individual under the direction and observation of a qualified individual. <b>[Enforceable]</b></p>
<b>Guidance Topics</b> <p>The operator is responsible for ensuring that all individuals, whether employees or contractors, are qualified to perform covered tasks. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Methods have been approved by the operator to qualify contractor individuals to perform applicable covered tasks.</li> <li>2. Provisions have been established and documented to ensure contractors are required to perform covered tasks consistent with the operator's requirements.</li> <li>3. Provisions have been established and documented to ensure qualification program requirements are followed by contractors.</li> <li>4. Provisions have been established and documented to ensure contractor individuals performing the operator's covered tasks are qualified.</li> <li>5. Provisions have been established and documented to ensure the availability and maintenance of qualification records for contractor individuals performing covered tasks for the operator.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.803/195.503 Qualified means that an individual has been evaluated and can:</p> <ol style="list-style-type: none"> <li>(a) Perform assigned covered tasks; and</li> <li>(b) Recognize and react to abnormal operating conditions.</li> </ol>
	<p>§192.805/195.505 Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <ol style="list-style-type: none"> <li>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</li> </ol>

# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 1.02 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
1.02 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #1.03</b>	<b>Management of Other Entities Performing Covered Tasks</b>
<b>Protocol Question</b>	<p>Has the operator's OQ program included provisions that require individuals from any other entity performing covered task(s) on behalf of the operator (<u>e.g.</u>, through mutual assistance agreements) be evaluated and qualified prior to task performance?</p> <hr/> <p>Verify that other entities that perform covered task(s) on behalf of the operator are addressed under the operator's OQ program and that individuals from such other entities performing covered tasks on behalf of the operator are evaluated and qualified consistent with the operator's program requirements. <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that individuals performing covered tasks are evaluated and qualified to the requirements of the operator's program. This applies to operator employees, contractors hired by the operator, or agents such as another entity that perform the covered tasks. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The operator either (a) identifies provisions for assessing the evaluation criteria and methods used by other entities performing covered tasks to qualify an individual and to determine if the qualification is consistent with operator requirements, or (b) requires these individuals to be reevaluated.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.803/195.503 Definitions</p> <p><i>Qualified</i> means that an individual has been evaluated and can:</p> <ol style="list-style-type: none"> <li>(a) Perform assigned covered tasks; and</li> <li>(b) Recognize and react to abnormal operating conditions.</li> </ol>



# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 1.03 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
1.03 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #1.04</b>	<b>Training Requirements (Initial Qualification, Remedial if Initial Failure, and Reevaluation)</b>
<b>Protocol Question</b>	Does the operator's OQ program plan contain policy and criteria for the use of training in initial qualification of individuals performing covered tasks, and are criteria in existence for re-training and re-evaluation of individuals if qualifications are questioned? [ <b>Non-Enforceable</b> ]
<p><b>Guidance Topics</b></p> <p>Training is not a required action under the provisions of the OQ rule. However, training is a means to ensure that an individual performing a covered task has the necessary knowledge and skills needed to perform the task in a manner that ensures the safe operation of pipeline facilities, as required by the Pipeline Safety Act. As such, it should be incorporated in practices leading to the development and qualification of new employees, as well as in refreshing the knowledge and skills of individuals with considerable experience. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <p>The role represented by training in the qualification of individuals to perform covered tasks in:</p> <ol style="list-style-type: none"> <li>1. Development of new hires,</li> <li>2. Correction of problems encountered in evaluation or reevaluation processes,</li> <li>3. Correction of individual performance problems (<u>e.g.</u>, contributing to an incident or accident through performance of covered tasks),</li> <li>4. Managing changes in practices or procedures used in performing covered tasks.</li> </ol>	
<b>Rule Requirement</b>	<p>§ 192.803/195.503 Definitions</p> <p>Qualified means that an individual has been evaluated and can:</p> <p>(a) Perform assigned covered tasks; and</p> <p>(b) Recognize and react to abnormal operating conditions.</p>
	<p>§ 192.805/195.505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <p>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</p>

Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 1.04 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
1.04 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #1.05</b>	<b>Written Qualification Program</b>
<b>Protocol Question</b>	<p>Did the operator meet the OQ Rule requirements for establishing a written operator qualification program and completing qualification of individuals performing covered tasks?</p> <hr/> <p>Verify that the operator's written qualification program was established by April 27, 2001. <b>[Enforceable]</b></p> <p>Verify that the written qualification program identified all covered tasks for the operator's operations and maintenance functions being conducted as of October 28, 2002. <b>[Enforceable]</b></p> <p>Verify that the written qualification program established an evaluation method(s) to be used in the initial qualification of individuals performing covered tasks as of October 28, 2002. <b>[Enforceable]</b></p> <p>Verify that all individuals performing covered tasks as of October 28, 2002, and not otherwise directed or observed by a qualified individual were qualified in accordance with the operator's written qualification program. <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator meet certain prescriptive requirements for establishing a written qualification program, identifying covered tasks, and qualifying individuals to perform the identified covered tasks. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Clear responsibilities for implementing the elements of the program (e.g., evaluation &amp; qualification, training, record keeping, contracting) have been established and communicated to managers and supervisors within the organization.</li> <li>2. The OQ program requirements have been consistently implemented by the operator's organization.</li> <li>3. Key terms have been defined and provided to all entities involved in implementing the OQ program to avoid ambiguities and misinterpretations.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.805/195.505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <ol style="list-style-type: none"> <li>(a) Identify covered tasks;</li> <li>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</li> </ol> <p>§192.809/195.509 General</p> <ol style="list-style-type: none"> <li>(a) Operators must have a written qualification program by April 27, 2001.</li> <li>(b) Operators must complete the qualification of individuals performing covered tasks by October 28, 2002.</li> </ol>

## Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 1.05 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
1.05 Inspection Notes:				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 2**

**Identify Covered Tasks and Related Evaluation Methods**

**Scope:**

This Element addresses the operator's development of its covered task list and the evaluation methods employed to perform qualification of individuals.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #2.01</b>	<b>Development of Covered Task List</b>
<b>Protocol Question</b>	<p>How did the operator develop its covered task list?</p> <hr/> <p>Verify that the operator applied the four-part test to determine whether 49 CFR Part 192 or 49 CFR Part 195 O&amp;M activities applicable to the operator are covered tasks.<b>[Enforceable]</b></p> <p>Verify that the operator has identified and documented all applicable covered tasks.<b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator identify covered tasks, which are those tasks covered by regulations that meet the four-part test set forth in the Operator Qualification rule. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The method used by the operator to develop its covered task list was thorough, documented, and considered all tasks performed to meet applicable regulatory requirements by employees and contractors.</li> <li>2. The operator understands the personnel qualification-related activities that pose significant risk to the integrity of pipeline facilities (e.g., excavation and backfilling) and has considered them in the development of its covered task list.</li> <li>3. The operator identifies how it ensures the addition, revision, or deletion of covered tasks to incorporate changes to operations or regulations.</li> <li>4. The operator definition of operations and maintenance is consistent with regulatory requirements as they are applied to pipeline facilities.</li> <li>5. The operator identifies the individuals that are qualified to perform the covered tasks.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.801/195.501 (b) For the purpose of this subpart, a covered task is an activity, identified by the operator, that:</p> <ol style="list-style-type: none"> <li>(1) Is performed on a pipeline facility;</li> <li>(2) Is an operations or maintenance task;</li> <li>(3) Is performed as a requirement of this part; and</li> <li>(4) Affects the operation or integrity of the pipeline.</li> </ol> <p>§192.805/195.505 Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <ol style="list-style-type: none"> <li>(a) Identify covered tasks;</li> </ol>



## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Inspection Summary</b>	<b>Process</b>			
	<b>Implementation</b>			
<b>Protocol 2.01 Inspection Results</b>			<b>No Issues Identified</b>	
			<b>Potential Issues Identified (explain in summary)</b>	
			<b>Not Applicable (explain in summary)</b>	
<b>Documents Reviewed:</b>				
<b>Document Number</b>	<b>Rev.</b>	<b>Date</b>	<b>Document Title</b>	
<b>2.01 Inspection Notes:</b>				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #2.02</b>	<b>Evaluation Method(s) (Demonstration of Knowledge, Skill and Ability) and Relationship to Covered Tasks</b>
<b>Protocol Question</b>	<p>Has the operator established and documented the evaluation method(s) appropriate to each covered task?.</p> <p>_____</p> <p>Verify what evaluation method(s) has been established and documented for each covered task.<b>[Enforceable]</b></p> <p>Verify that the operator’s evaluation program ensures that individuals can perform assigned covered tasks.<b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The operator is responsible for ensuring that all individuals whether employees or contractors, have been evaluated using one or more of the evaluation methods identified in the OQ rule and can perform the covered tasks assigned to them. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The evaluation methods used for qualification of individuals performing covered tasks are derived from the requirements of the covered tasks, and consider any unique needs (<u>e.g.</u>, the inability to read) of the individuals being evaluated.</li> <li>2. Evaluation methods are consistently applied across the operator’s organization such that all individuals performing the same covered task are evaluated using consistent methods.</li> <li>3. Evaluation methods of operator employees and contractors include the evaluation of an individual’s knowledge, skills, and abilities to ensure that the individual can perform the assigned covered tasks.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.803/195.503 Qualified means that an individual has been evaluated and can:</p> <ol style="list-style-type: none"> <li>(a) Perform assigned covered tasks; and</li> <li>(b) Recognize and react to abnormal operating conditions.</li> </ol> <p>Evaluation means a process, established and documented by the operator, to determine an individual’s ability to perform a covered task by any of the following:</p> <ol style="list-style-type: none"> <li>(a) Written examination;</li> <li>(b) Oral examination;</li> <li>(c) Work performance history review;</li> <li>(d) Observation during: <ol style="list-style-type: none"> <li>(1) Performance on the job,</li> <li>(2) On the job training, or</li> <li>(3) Simulations; or</li> </ol> </li> <li>(e) Other forms of assessment.</li> </ol> <p>§192.805/195.505 Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <ol style="list-style-type: none"> <li>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</li> </ol>

## Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 2.02 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
2.02 Inspection Notes:				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 3**

**Identify Individuals Performing Covered Tasks**

**Scope:**

This Element addresses the operator's documentation of an individual's evaluation and qualification for performing a covered task and assurance at the job site that only qualified individuals are performing covered tasks. The element also addresses the operator's development of provisions for performance of a covered task by an unqualified individual under the direction and observation of a qualified individual.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #3.01</b>	<b>Development and Documentation of Areas of Qualification for Individuals Performing Covered Tasks</b>
<b>Protocol Question</b>	<p>Does the operator’s program document the evaluation and qualifications of individuals performing covered tasks, and can the qualification of individuals performing covered tasks be verified at the job site?</p> <hr/> <p>Verify that the operator’s qualification program has documented the evaluation of individuals performing covered tasks. <b>[Enforceable]</b></p> <p>Verify that the operator’s qualification program has documented the qualifications of individuals performing covered tasks. <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator ensure through evaluation that individuals performing covered tasks are qualified, and that records supporting an individual’s current qualification be maintained while the individual is performing a covered task. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Documentation of the qualification of individuals (including contractors) performing covered tasks is maintained and is retrievable by work supervisors to support assignment of individuals to perform covered tasks.</li> <li>2. Methods such as a current hard copy list, qualification card, central electronic database, or other forms of covered task qualification information are used at the job site to verify the qualifications of individuals performing covered tasks.</li> </ol>	
<b>Rule Requirement</b>	<p>§ 192.805/195.505 Qualification Program Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <p>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</p> <hr/> <p>§ 192.807/195.507 Recordkeeping Each operator shall maintain records that demonstrate compliance with this subpart.</p> <p>(a) Qualification records shall include:</p> <ol style="list-style-type: none"> <li>(1) Identification of qualified individual(s);</li> <li>(2) Identification of the covered tasks the individual is qualified to perform;</li> <li>(3) Date(s) of current qualification; and</li> <li>(4) Qualification method(s).</li> </ol> <p>(b) Records supporting an individual’s current qualification shall be maintained while the individual is performing the covered task.</p>

# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 3.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
3.01 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #3.02</b>	<b>Covered Task Performed by Non-Qualified Individual</b>
<b>Protocol Question</b>	<p>Has the operator established provisions to allow non-qualified individuals to perform covered tasks while being directed and observed by a qualified individual, and are there restrictions and limitations placed on such activities?</p> <p>_____</p> <p>Verify that the operator’s program includes provisions for the performance of a covered task by a non-qualified individual under the direction and observation by a qualified individual.<b>[Enforceable]</b></p>
<b>Guidance Topics</b> <p>The rule allows the performance of a covered task by a non-qualified individual if that individual is directed and observed by an individual qualified to perform the covered task. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Consideration has been given to tasks that cannot or should not be performed by non-qualified individuals under the direction and observation of a qualified individual, due to their complexity or due to the critical nature of the task.</li> <li>2. For tasks where appropriate, guidance on the span of control by qualified individuals of non-qualified individuals has been established on a task-specific basis.</li> </ol>	
<b>Rule Requirement</b>	<p>§805/505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provision to:</p> <p>(c) Allow individuals that are not qualified pursuant to this subpart to perform a covered task if directed and observed by an individual that is qualified;</p>



## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Inspection Summary</b>	<b>Process</b>			
	<b>Implementation</b>			
<b>Protocol 3.02 Inspection Results</b>			<b>No Issues Identified</b>	
			<b>Potential Issues Identified (explain in summary)</b>	
			<b>Not Applicable (explain in summary)</b>	
<b>Documents Reviewed:</b>				
<b>Document Number</b>	<b>Rev.</b>	<b>Date</b>	<b>Document Title</b>	
<b>3.02 Inspection Notes:</b>				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 4**

**Evaluate and Qualify Individuals Performing Covered Tasks**

**Scope:**

This Element addresses the operator's use of work performance history review as the sole method for initial evaluation of an individual's qualification to perform covered tasks, and the identification of additional methods of evaluation to be used in addition to, or in place of, work performance history review subsequent to October 28, 2002. The element also addresses the operator's development of AOCs for covered tasks and the methods employed to communicate AOCs for the purpose of qualification.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #4.01</b>	<b>Role of and Approach to “Work Performance History Review”</b>
<b>Protocol Question</b>	<p>Does the operator use work performance history review as the sole method of qualification for individuals performing covered tasks prior to October 26, 1999, and does the operator’s program specify that work performance history review will not be used as the sole method of evaluation for qualification after October 28, 2002?</p> <hr/> <p>Verify that after October 28, 2002, work performance history is not used as a sole evaluation method.<b>[Enforceable]</b></p> <p>Verify that individuals beginning work on covered tasks after October 26, 1999 have not been qualified using work performance history review as the sole method of evaluation.<b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator ensure through evaluation that individuals performing covered tasks are qualified, and that one or more of the methods identified in the rule are used for evaluation. Work performance history review is an allowed evaluation method for initial qualification of individuals performing covered tasks prior to October 26, 1999, but may not be used as a sole method of evaluation for subsequent evaluations, or for initial evaluations for qualification after October 28, 2002. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The operator has established criteria for the use of work performance history review as an evaluation method.</li> <li>2. The operator did not use work performance history review as an initial evaluation method, or used it sparingly and with documented justification.</li> <li>3. The operator’s written program plan and/or evaluation documentation identifies that after October 28, 2002, work performance history review will not be used as the sole method of evaluation for qualification, and that work performance history will not be used as a sole evaluation method for subsequent qualification.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.803/195.503 Definitions Evaluation means a process, established and documented by the operator, to determine an individual’s ability to perform a covered task by any of the following:</p> <ul style="list-style-type: none"> <li>(a) Written examination;</li> <li>(b) Oral examination;</li> <li>(c) Work performance history review;</li> <li>(d) Observation during: <ul style="list-style-type: none"> <li>(1) Performance on the job,</li> <li>(2) On the job training, or</li> <li>(3) Simulations; or</li> </ul> </li> <li>(e) Other forms of assessment.</li> </ul> <p>§192.805/195.505 Qualification Program Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <ul style="list-style-type: none"> <li>(b) Ensure through evaluation that individuals performing covered tasks are qualified;</li> </ul> <p>§192.809/195.509 General</p> <ul style="list-style-type: none"> <li>(c) Work performance history review may be used as a sole evaluation method for individuals who were performing a covered task prior to October 26, 1999.</li> <li>(d) After October 28, 2002, work performance history may not be used as a sole evaluation method.</li> </ul>

Inspection Summary	Process			
	Implementation			
Protocol 4.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
4.01 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #4.02</b>	<b>Evaluation of Individual's Capability to Recognize and React to AOCs</b>
<b>Protocol Question</b>	<p>Are all qualified individuals able to recognize and react to AOCs?</p> <p>Has the operator evaluated and qualified individuals for their capability to recognize and react to AOCs?</p> <p>Are the AOCs identified those that the individual may reasonably anticipate and appropriately react to during the performance of the covered task?</p> <p>Has the operator established provisions for communicating AOCs for the purpose of qualifying individuals?</p> <p>_____</p> <p>Verify that individuals performing covered tasks have been qualified in recognizing and reacting to AOCs they may encounter in performing such tasks. <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The ability to recognize and react to AOCs is required for qualification of individuals to perform covered tasks, whether the individuals are employed by the operator or are contractor individuals. The operator must demonstrate that the ability to recognize and react to AOCs is a part of each individual's evaluation for qualification. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. AOCs used for evaluation of individuals performing covered tasks consist of those AOCs that the operator can reasonably anticipate the individual will encounter while performing the covered task.</li> <li>2. In addition to task-specific AOCs (<u>i.e.</u>, those that may be caused by performance of the task), generic AOCs (<u>i.e.</u>, those that may reasonably be encountered during performance of the task) have been identified and used in qualification in cases where special requirements and conditions for the task being performed must be considered.</li> <li>3. Evaluation methods for both employees and contractor individuals include evaluation of the appropriate reaction of an individual upon recognition of an AOC.</li> <li>4. The operator utilizes incident/accident investigations, employee feedback programs, or other approaches to ensure that the AOCs identified and used in evaluating individuals are representative of those that could reasonably be anticipated during performance of covered tasks.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.803/195.503 Definitions</p> <p>abnormal operating condition means a condition identified by the operator that may indicate a malfunction of a component or deviation from normal operations that may:</p> <p>(a) Indicate a condition exceeding design limits; or</p> <p>(b) Result in a hazard(s) to individuals, property, or the environment</p> <p>Qualified means that an individual has been evaluated and can:</p> <p>(a) Perform covered tasks; and</p> <p>(b) Recognize and react to abnormal operating conditions.</p>

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Inspection Summary</b>	<b>Process</b>			
	<b>Implementation</b>			
<b>Protocol 4.02 Inspection Results</b>			<b>No Issues Identified</b>	
			<b>Potential Issues Identified (explain in summary)</b>	
			<b>Not Applicable (explain in summary)</b>	
<b>Documents Reviewed:</b>				
<b>Document Number</b>	<b>Rev.</b>	<b>Date</b>	<b>Document Title</b>	
<b>4.02 Inspection Notes:</b>				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 5**

**Continued/Periodic Evaluation of Individuals Performing Covered Tasks**

**Scope:**

This Element addresses the operator's review of individuals performing covered tasks when the individuals were involved in an incident or accident, or when an individual is determined to be no longer qualified or the qualification of an individual is questionable. The element also addresses the reevaluation interval for individuals performing covered tasks.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #5.01</b>	<b>Personnel Performance Monitoring</b>
<b>Protocol Question</b>	<p>Does the operator's program include provisions to evaluate an individual if the operator has reason to believe the individual is no longer qualified to perform a covered task based on:</p> <ul style="list-style-type: none"> <li>• Covered task performance by an individual contributed to an incident or accident.</li> <li>• Other factors affecting the performance of covered tasks.</li> </ul> <hr/> <p>Verify that the operator's program ensures evaluation of individuals whose performance of a covered task may have contributed to an incident or accident. <b>[Enforceable]</b></p> <p>Verify that the operator has established provisions for determining whether an individual is no longer qualified to perform a covered task, and requires reevaluation <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator evaluate an individual if the operator has reason to believe that the individual's performance of a covered task contributed to an incident as defined in Part 191 or an accident as defined in Part 195, or evaluate an individual if the operator has reason to believe that the individual is no longer qualified to perform a covered task. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Methods and documentation exist to determine if individuals are performing covered tasks properly. These methods may include, but not be limited to: internal audits, third-party audits or inspections, assessments of procedure compliance, supervisor reviews, or assessment by a technical specialist.</li> <li>2. The operator has addressed the rule requirements in the written program plan and has established implementation requirements that include criteria and documentation requirements.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.805/195.505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <p>(d) Evaluate an individual if the operator has reason to believe that the individual's performance of a covered task contributed to an incident as defined in Part 191/accident as defined in Part 195;</p> <p>(e) Evaluate an individual if the operator has reason to believe that the individual is no longer qualified to perform a covered task;</p>

# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 5.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
5.01 Inspection Notes:				

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #5.02</b>	<b>Reevaluation Interval and Methodology for Determining the Interval</b>
<b>Protocol Question</b>	<p>Has the operator established and justified requirements for reevaluation of individuals performing covered tasks?</p> <p>_____</p> <p>Verify that the operator has established intervals for reevaluating individuals performing covered tasks. <b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that an operator identify covered tasks and the intervals at which evaluation of the individual's qualification is needed. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Basis for the reevaluation intervals considering regulatory practice and/or performance history for similar tasks,</li> <li>2. Consideration of the need for task-specific reevaluation intervals,</li> <li>3. Justification of reevaluation intervals considering at a minimum, the risk inherent in the task and the time between successive performances of the task by a qualified individual.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.805/195.505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provision to:</p> <p>(g) Identify those covered tasks and the intervals at which evaluation of the individual's qualifications is needed.</p>

# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 5.02 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
5.02 Inspection Notes:				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 6**

**Monitor Program Performance; Seek Improvement Opportunities**

**Scope:**

This Element addresses the operator's plans for continued improvement of the OQ program and investigates mechanisms established for periodic review and revision of the program when warranted.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #6.01</b>	<b>Program Performance and Improvement</b>
<b>Protocol Question</b>	Does the operator have provisions to evaluate performance of its OQ program and implement improvements to enhance the effectiveness of its program? [ <b>Non-Enforceable</b> ]
<b>Guidance Topics</b> <p>Although there are no specific requirements in the rule for the operator to review the OQ program periodically and seek to implement improvements over time, it is reasonable that improvements will be identified that should be incorporated into the program as the program matures and the operator gains valuable feedback through a continuing review of performance trends. This item investigates whether the operator has anticipated the evolutionary nature of its program and has established provisions to identify and assess improvement opportunities and implement those that will result in greater program effectiveness and an increased level of safety. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. The operator has documented in its OQ plan a periodic requirement for program review.</li> <li>2. The operator is actively involved in industry groups that seek to improve OQ programs and establish practices that will be identified and documented in consensus standards.</li> <li>3. A review process has been established by the operator to assemble feedback on program effectiveness and needed improvements, and to periodically assess the feedback to identify improvements that should be made to the OQ program.</li> </ol>	
<b>Rule Requirement</b>	§ 192.805/195.505 Qualification Program Each operator shall have and follow a written qualification program.



# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 6.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
6.01 Inspection Notes:				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 7**

**Maintain Program Records**

**Scope:**

This Element addresses how the operator implements the rule requirements for retention of records and supporting documentation that establishes the qualification of individuals performing covered tasks and the covered tasks that individuals are qualified to perform.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #7.01</b>	<b>Qualification “Trail”(i.e., covered task; individual performing; evaluation method(s); continuing performance evaluation; reevaluation interval; reevaluation records)</b>
<b>Protocol Question</b>	<p>Does the operator maintain records in accordance with the requirements of 49 CFR 192, subpart N, and 49 CFR 195, subpart G, for all individuals performing covered tasks, including contractor individuals?</p> <hr style="width: 20%; margin-left: 0;"/> <p>Verify that qualification records for all individuals performing covered tasks include the information identified in the regulations.<b>[Enforceable]</b></p> <p>Verify that the operator’s program ensures the retention of records of prior qualification and records of individuals no longer performing covered tasks for at least five years.<b>[Enforceable]</b></p> <p>Verify that the operator’s program ensures the availability of qualification records of individuals (employees and contractors) currently performing covered tasks, or who have previously performed covered tasks.<b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires certain information to be included in records of qualification for individuals performing covered tasks, and that these records be retained for at least five years. Although not identified specifically, records that are specified in the OQ plan and documentation that is required to demonstrate compliance with rule provisions should logically have retention requirements as part of the OQ program implementation. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Supporting documentation for implementation of the OQ program, including documentation of: <ol style="list-style-type: none"> <li>i. The methodology for identifying covered tasks;</li> <li>ii. The reevaluation interval for each covered task and the basis for the reevaluation interval chosen; and</li> <li>iii. The approach used to select individuals for evaluation and qualification.</li> </ol> </li> <li>2. The operator has considered the need for periodic back-up of qualification database information, whether in-house databases or industry databases, to ensure continued availability of information required to meet rule provisions.</li> <li>3. The operator has established provisions to ensure the continued presence and availability of contractor records for individuals currently performing, or who have previously performed, covered tasks for the operator.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.807/195.507 Recordkeeping</p> <p>Each operator shall maintain records that demonstrate compliance with this subpart.</p> <p>(a) Qualification records shall include:</p> <ol style="list-style-type: none"> <li>(1) Identification of qualified individual(s);</li> <li>(2) Identification of the covered tasks the individual is qualified to perform;</li> <li>(3) Date(s) of current qualification; and</li> <li>(4) Qualification method(s).</li> </ol> <p>(b) Records supporting an individual’s current qualification shall be maintained while the individual is performing the covered task. Records of prior qualification and records of individuals no longer performing covered tasks shall be retained for a period of five years.</p>

# Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 7.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number		Rev.	Date	Document Title
7.01 Inspection Notes:				

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**Compliance Inspection  
Comprehensive Operator Qualification  
Element 8**

**Manage Change**

**Scope:**

This Element addresses how the operator manages changes to procedures, tools, standards and other changes to the OQ program and how these changes are incorporated into the qualification and evaluation methods for individuals performing covered tasks, and the methods employed to communicate changes to individuals performing covered tasks, whether operator employees or contractors.

## Headquarters OQ Program Inspection (Protocols 1 – 8)

<b>Protocol #8.01</b>	<b>Management of Changes (to Procedures, Tools, Standards, etc.</b>
<b>Protocol Question</b>	<p>Does the operator's OQ program identify how changes to procedures, tools standards and other elements used by individuals in performing covered tasks are communicated to the individuals, including contractor individuals, and how these changes are implemented in the evaluation method(s)?</p> <hr/> <p>Verify that the operator's program identifies changes that affect covered tasks and how those changes are communicated, when appropriate, to affected individuals.<b>[Enforceable]</b></p> <p>Verify that the operator's program identifies and incorporates changes that affect covered tasks.<b>[Enforceable]</b></p> <p>Verify that the operator's program includes provisions for the communication of changes (e.g., who, what, when, where, why) in the qualification program to the affected individuals.<b>[Enforceable]</b></p> <p>Verify that the operator incorporates changes into initial and subsequent evaluations.<b>[Enforceable]</b></p> <p>Verify that contractors supplying individuals to perform covered tasks for the operator are notified of changes that affect task performance and thereby the qualification of these individuals.<b>[Enforceable]</b></p>
<p><b>Guidance Topics</b></p> <p>The rule requires that the operator communicate changes that affect covered tasks to individuals performing those covered tasks. In order to perform this effectively, the operator must have a change management methodology so that it knows when changes are occurring, what changes have an impact on covered task performance, the relative significance of the change and how it affects the continued qualification of individuals, and mechanisms to effectively communicate changes to qualified individuals. Investigation of the following characteristics is important to determine whether the requirements of the rule have been met:</p> <ol style="list-style-type: none"> <li>1. Identification of the methods used to communicate changes to affected individuals.</li> <li>2. Means of ensuring that affected personnel are kept up-to-date on current requirements of the OQ program.</li> <li>3. Changes to the OQ plan and revisions to the plan are made and communicated to the appropriate individuals.</li> </ol>	
<b>Rule Requirement</b>	<p>§192.805/195.505 Qualification Program</p> <p>Each operator shall have and follow a written qualification program. The program shall include provisions to:</p> <p>(f) Communicate changes that affect covered tasks to individuals performing those covered tasks;</p>



## Headquarters OQ Program Inspection (Protocols 1 – 8)

Inspection Summary	Process			
	Implementation			
Protocol 8.01 Inspection Results			No Issues Identified	
			Potential Issues Identified (explain in summary)	
			Not Applicable (explain in summary)	
Documents Reviewed:				
Document Number	Rev.	Date	Document Title	
8.01 Inspection Notes:				

## Field Inspection of OQ Program Implementation (Protocol 9)

The Field Inspection Protocol is intended to be used by OQ inspectors who are familiar with the OQ inspection process. That process investigates compliance of an operator's OQ program with the regulatory requirements of 49 CFR Part 192 or 49 CFR Part 195 using the set of eight protocols developed by OPS. The Field Inspection Protocol requires an inspector to be knowledgeable of the operator's OQ program details and, ideally, the field inspection is conducted as a follow-on to the performance of a program inspection at the operator's headquarters offices.

The Field Inspection Protocol is intended to be a comprehensive review and overview of the operator's OQ program application to operations and maintenance covered tasks conducted at pipeline facilities and field offices. It is directed towards objective evidence of task performance, qualification of individuals performing covered tasks, field supervisor knowledge of responsibilities assigned under the operator's OQ program, and similar factors. It is not directed towards philosophical discussions of OQ program intent and meaning, which should have been investigated in the headquarters inspection and are inappropriate for field investigations. It may be used in cases where no specific issues with field implementation of the OQ program have been identified by the headquarters inspection, or it may be used in subsequent OQ program inspections to investigate other areas of field compliance with OQ program requirements that were not specifically identified as issues during previous inspections. It typically should not replace the use of the Operator Headquarters Inspection Field Follow-up process to confirm findings and issues identified during the conduct of the headquarters inspection.

If possible, direct observation of task performance by qualified individuals (or unqualified individuals, if directed and observed by a qualified individual) is the preferred inspection process. Where this is not possible, review of records or discussions with qualified individuals and/or supervisors may be necessary to determine the acceptability of a checklist area.

## Field Inspection of OQ Program Implementation (Protocol 9)

<b>Company:</b>		<b>Field Location/Address:</b>				
<b>Date:</b>		<b>System Information:</b>				
<b>Number of Company Employees Under OQ Program at This Location:</b>						
<b>Number of Contractor Personnel Under OQ Program at This Location:</b>						
<b>Inspection Team:</b>		<b>Company Personnel in Interview/Phone Numbers:</b>				
1.		1.				
2.		2.				
3.		3.				
4.		4.				
5.		5.				
<b>Area Inspected</b>					<b>Results Acceptable?</b>	
					<b>Yes</b>	<b>No</b>
					<b>N/A</b>	<b>N/I</b>
<b>1. Field/job supervisor responsibilities</b>						
a. Is knowledgeable of OQ program responsibilities					<input type="checkbox"/>	<input type="checkbox"/>
b. Conducts frequent observation of covered task performance					<input type="checkbox"/>	<input type="checkbox"/>
c. Knows required actions to take when individual's performance of covered task may have contributed to incident/accident					<input type="checkbox"/>	<input type="checkbox"/>
d. Knows factors to consider and required actions to take when individual is identified that may no longer be qualified to perform covered task					<input type="checkbox"/>	<input type="checkbox"/>
e. Conducts verification of qualification status of individuals per OQ program requirements for employees and contractors					<input type="checkbox"/>	<input type="checkbox"/>
f. Ensures establishment of direct observation and control of unqualified individuals					<input type="checkbox"/>	<input type="checkbox"/>
g. Establishes span of control for unqualified individuals appropriate to task: knows company policy					<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Procedures for performance of covered tasks</b>						
a. Procedures are present at field location for covered task performance					<input type="checkbox"/>	<input type="checkbox"/>
b. Procedures used are same (content, date issued) as approved O&M manual					<input type="checkbox"/>	<input type="checkbox"/>
c. Contractor procedures are approved by operator for use					<input type="checkbox"/>	<input type="checkbox"/>
d. Individuals are observed adhering to procedures when performing CTs					<input type="checkbox"/>	<input type="checkbox"/>
e. Proper tools, techniques, processes employed per procedures					<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Abnormal operating conditions</b>						
a. Individuals performing covered tasks know how to recognize AOCs					<input type="checkbox"/>	<input type="checkbox"/>
b. Individuals performing covered tasks know how to react to AOCs					<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Management of change</b>						
a. Supervisors are knowledgeable of communication process for changes in procedures, tools, techniques					<input type="checkbox"/>	<input type="checkbox"/>
b. Individuals performing covered tasks are knowledgeable of communication process for changes in procedures, tools, techniques					<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Evaluation processes</b>						
a. Use of WPHR to evaluate employees/contractors consistent with OQ plan					<input type="checkbox"/>	<input type="checkbox"/>
b. Supervisor is involved in evaluation process consistent with OQ plan					<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Program improvement</b>						
a. Problems experienced in field with OQ program implementation are fed back to OQ program management					<input type="checkbox"/>	<input type="checkbox"/>
b. Process for feedback of program improvement exists from field to HQ					<input type="checkbox"/>	<input type="checkbox"/>
c. Response provided by HQ to feedback from field					<input type="checkbox"/>	<input type="checkbox"/>
d. Field/job supervisor concerns with contractor qualifications identified					<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Consistency of implementation of OQ program requirements</b>						
a. Implementation of program requirements consistent with Company policy (procedures/processes for performing covered tasks)					<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Third Party/Internal Audits or Inspections</b>						
a. Field audits/inspections of covered task performance occur as specified in OQ program (frequency/feedback of results)					<input type="checkbox"/>	<input type="checkbox"/>

For "No" answers, use supplemental sheet to explain details and identify deficiencies that may require enforcement action.  
 Ensure numbering is consistent with Field Inspection Protocol Checklist for OQ Inspection form.  
 "N/A" means item is not applicable to the operator's OQ program. "N/I" indicates "not inspected."

## Guidance for Use of the Field Inspection Protocol Checklist

### **1. Field/job supervisor responsibilities**

The inspector should review the operator's OQ program to determine if there are any responsibilities that are not applicable (N/A). For each of the responsibilities listed, observe the performance of or discuss them with the field or job supervisor to determine the acceptability or deficiencies associated with each item.

- a. Many operators identify the job supervisor, facility supervisor, project lead, team leader or other front-line supervisory position as the key field position responsible for ensuring the correct implementation of the OQ program. This item is designed to ensure that this individual is knowledgeable of his/her responsibilities.
- b. Supervisors are also often tasked with observing the performance of individuals in their work group for use in the operator's performance appraisal program. This item is designed to determine how much of that performance observation is directed toward ensuring the correct performance of covered tasks without deficiencies in adherence to procedures, etc.
- c. One consideration of the OQ requirements is the determination of the need for re-evaluation of an individual if it is believed that the individual's performance of a covered task has led to an incident or accident. This item investigates the role of the individual's supervisor in that process and the determination of whether or not this role is consistent with the program requirements.
- d. Another consideration of the OQ requirements is determining whether an individual is no longer qualified to perform a covered task, and requires re-evaluation. This item investigates the role of the individual's supervisor in that process, his/her knowledge of the criteria (if any) that the operator has established to make that determination, and the determination of whether or not this role is consistent with the program requirements.
- e. A covered task must be performed by a qualified individual, or by an unqualified individual who is directed and observed by a qualified individual. If possible, observe the method used to verify the qualifications of individuals, especially contractor individuals, performing covered tasks to see if it is consistent with OQ program requirements. The supervisor may also demonstrate the method used to accomplish this item. Also, confirm that hardcopy records of an individual's qualification are retained as part of the job/task information.
- f. The OQ requirements allow a covered task to be performed by an unqualified individual who is directed and observed by a qualified individual. If possible, observe the method by which the supervisor establishes the direction and control of unqualified individuals by a qualified individual. The supervisor may also describe the method employed to establish this requirement.
- g. Depending on the complexity of the covered task, the span of control of unqualified individuals performing covered tasks by qualified individuals may be as low as one-on-one or as high as five-on-one. Most operators do not specify task-specific spans of control, but leave the determination to the field supervisor. The field supervisor should be requested to describe what criteria, formal or informal, are used to establish span of control.

### **2. Procedures for performance of covered tasks**

- a. The inspector should observe the performance of covered tasks during an operations or maintenance activity and determine if procedures prepared by the operator to conduct the task(s) are present in the field and are being used as necessary to perform the task(s).
- b. The inspector should confirm that the procedures being used in the field are the same (content, revision number, and/or date issued) as the latest approved procedures in the operator's O&M manual.

## Guidance for Use of the Field Inspection Protocol Checklist

- c. The inspector should confirm that the procedures employed by contractor individuals performing covered tasks are those approved by the operator for the tasks being performed.
- d. It is important to observe individuals actually performing covered tasks, to ensure that procedure adherence is accomplished and that “work-arounds” are not employed that would invalidate the evaluation and qualification that was performed for the individual in performance of the task.
- e. Procedures list the tools, techniques, and processes employed to accomplish covered tasks. The inspection should determine if all of the tools and special equipment are present at the job site and are properly employed in the performance of the task, and if techniques and special processes are specified, that these are used and followed as described.

### **3. Abnormal operating conditions**

- a. The definition of a qualified individual in the OQ rule includes the ability to recognize and react to abnormal operating conditions (AOCs). Operators differ in the ways AOCs are defined; some define only a set of “generic” AOCs that are applicable to all covered tasks, while others define generic and task-specific AOCs. The evaluation process for AOCs also differs, depending on whether the operator has developed a training module for AOCs, or simply defines AOCs as part of the evaluation process. This area is especially important for contractors, since those individuals who were qualified as part of an operator-recognized consortium such as NCCER, MEA, INGAA, OQSG or others may be qualified to a different set of AOCs than those that are applied to operator employees. Other operators may require that all contractors attend operator-specific AOC training prior to work. The inspection should focus on an individual’s knowledge of the AOCs applicable to the covered task being performed and the ability to recognize those AOCs. The information gained during the inspection should be compared to the requirements for qualification applied during the evaluation process for the subject covered task. If possible, at least one employee individual and at least one contractor individual should be sampled.
- b. As important as recognizing AOCs during the performance of a covered task, is the reaction of the qualified individual to the AOC once it occurs. Depending on the condition, reactions may vary from immediately turning a valve or shutting off an ignition source, to vacating an area and notifying supervisory personnel. Additionally, the required reaction may vary depending on whether the individual is an operator employee or is a contractor. The inspection should focus on the required reactions for all of the AOCs for the covered task being performed, and noting these for comparison to the required reactions in procedures or training modules, if identified. As in a. above, if possible, at least one employee individual and at least one contractor individual should be sampled.

### **4. Management of change**

- a. One of the seven key elements of an operator’s qualification program must be the communication of changes that affect covered tasks to those individuals performing covered tasks. Changes may occur in procedures used to perform covered tasks, in equipment or tools used in task performance, or in techniques or special processes that improve pipeline safety. Often these changes are initiated at the headquarters level of the operator; changes may also result from feedback from the field locations where the tasks are actually performed. This inspection topic investigates the knowledge of field supervisors on the way changes are communicated, both to the supervisor from other locations and from the supervisor to other locations. Timeliness of communications should also be investigated to determine if the communication process impedes the timely dissemination of changes to field personnel.
- b. Along with communication of changes to field supervisors, individuals who perform covered tasks should also understand how changes are communicated to them; from the supervisor, directly from

## Guidance for Use of the Field Inspection Protocol Checklist

the changing authority, etc. If there are contractors performing covered tasks during the field inspection, they should also be sampled concerning changes that affect the tasks they are hired to perform.

### **5. Evaluation processes**

- a. If an operator employed Work Performance History Review (WPHR) as a method of qualification of employees performing covered tasks prior to October 27, 1999 (transitional qualification in accordance with the rule), the inspector(s) should examine field records for several randomly selected individuals who were qualified in this manner to ensure that qualification requirements specified by the operator in its OQ program for WPHR were met satisfactorily. If there are contractor individuals performing covered tasks, they should be asked what evaluation method was used for their qualification. If WPHR was used for qualification of any contractor individuals, this should be noted for follow-up with the operator's OQ program coordinator.
- b. Depending upon the operator's OQ program, the individual's supervisor may or may not be involved in the evaluation process for qualification of an individual to perform a covered task. If the program indicates the involvement of the supervisor, the inspector(s) should determine if the supervisor is performing the evaluation requirements specified in the program.

### **6. Program improvement**

- a.-d. This area investigates the communication of OQ program implementation problems and suggested improvements between the headquarters individual or committee established by the operator for OQ program management and the field individuals who actually have to make it work. The most important of these items is associated with the suitability of contractor qualifications, especially the identification and quick resolution of qualification issues.

### **7. Consistency of implementation of OQ program requirements**

- a. This area is applicable only if the inspection is broad enough in scope to cover more than one district of the operator's company or more than one subsidiary that is covered under an overall OQ program. The inspector should select several covered tasks and review the methods or procedures for performing the tasks to determine if the requirements for task performance are the same. If there are differences, the reason for these differences should be discussed with the operator's representative.

In certain cases, the operator's plan allows for different OQ requirements between segments of its company, especially where a merger or acquisition has recently taken place. If this is the case, then the inspector should determine whether or not an individual from one district or subsidiary is qualified to perform a covered task in a different area of the company without reevaluation.

### **8. Third-party/internal audits or inspections**

- a. If the operator's OQ program specifies that third-party or internal audits will be performed of field activities, the inspector should ask the operator representative if he/she is aware of the audit process and audit results, and determine if these results identify any problem areas with program implementation.